



Providing resources to expand and enrich student learning in the Tucson Unified School District

3809 E. Third Street
Tucson, AZ 85716
v: 520/325-8688 f: 520/325-8579
www.eeftucson.org

Board of Directors

Joe Salkowski, President	Roxanne Begay-James	Kenady Hague	Erika O'Dowd	Bobbe Woods
Kathy Hebb, Vice President	Tammy Caillet	Freddie Martinez	Ann-Eve Pedersen	John Pedicone, Ed.D
Pam Francis, Treasurer	John Carroll, Ed.D.	Cassandra Meynard	Roger Pfeuffer	<i>(ex-officio)</i>
Stephanie Friend, Secretary	Sabrina Cruz	Colleen Niccum	Lawrence Subrin	

Educational Enrichment Foundation (EEF) Internship Description

The Educational Enrichment Foundation (EEF) is an independent non-profit 501c3 organization founded by Tucson's community and business leaders to support the students and teachers within Tucson Unified School District schools. Established in 1983, EEF is the oldest foundation of its kind in Arizona and serves 56,000 USD students annually. Through its classroom grants, scholarships, and programs for financially in-need and at-risk students, EEF provides direct resources to TUSD school sites, teachers, and students to ensure that all students have access to a quality public education. EEF programs are supported by corporate and non-profit grants, payroll deductions made by hundreds of dedicated TUSD employees, and contributions from the general public.

Unpaid internships at EEF are available year-round for students at the University of Arizona and Pima Community College studying sociology, business administration, public policy, communication, and education. Internships may be completed on a semester basis, but preference is given to applicants who have the ability to commit to a full school-year cycle. Interns must be recommended by a faculty member of their respective area of study. Arrangements for academic credit must also be handled and approved by a student's department.

Internships take place at EEF's office located at St. Mark's Church (near Speedway and Alvernon) and typically involve a six hour per week commitment during the regular school semester. Internships at EEF are primarily project-based and involve a combination of independent practice and guided supervision by EEF staff. Areas of professional concentration include:

- Communications Campaigns (social networking, database maintenance, public/media relations)
- Research (statistical, historical, general)
- Project Administration (report writing, correspondence, record keeping)
- Event Production (planning, logistics, and production)

Professional skills and areas of knowledge addressed during an internship at EEF:

- Project Planning
- Writing for Media and Public Relations Campaigns (PSA's, media releases)
- Social Networking (e-mail marketing, viral media, FaceBook)
- Best Practices in Non-Profit Administration and Governance
- Grantmaking
- Documentation
- Fund/Resource Raising

Interested applicants should submit a simple letter of introduction, resume, and name of recommending faculty member to info@eeftucson.org and follow up with a phone call (520/325-8688) after this initial submission.